



# **Turn-in Guidance for Disposition of Unclassified Computer Hard Drives**



# Foreword



It is very important to check all your computer equipment and property prior to turn-in to the DRMO for any “**Secret**”, “**Classified**”, “**Confidential**”, “**Tempest**” or “**Hazardous**” indicator!



# Quick Guide

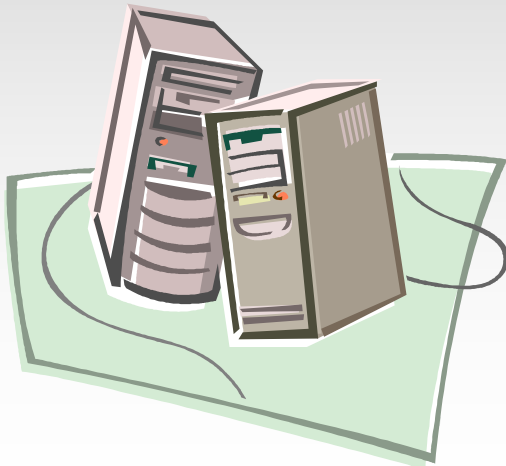
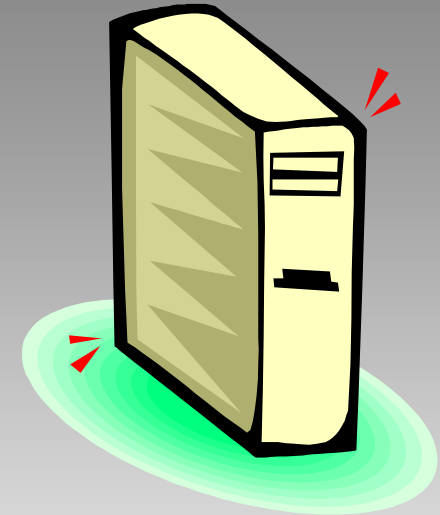


## **CPU Turn-In Requirements without Hard Drives**

**DD Form 1348-1A or 1348-2** (filled-out completely)

- CPU chassis serial number in block 26 (optional).
- 1 required statement either on/or with the DD Form 1348-1A or 1348-2 and 2 optional statements (refer to chart #9 for details).

**Label on chassis using DLIS Form 1867 or equivalent.**



## **CPUs Turn-In Requirements with Hard Drives**

**DD Form 1348-1A or 1348-2** (filled-out completely)

- CPU chassis serial number or hard drive serial number in block 26 (optional).
- 1 required statement either on or with the DD Form 1348-1A or 1348-2 in block 27 (refer to chart #16 for details).

**Label hard drive using DLIS Form 1867 or equivalent**



# Electronic Turn-In Document (ETID)



Interested in participating? Click



<https://www.drms.dla.mil/ETID.html>

Forward Support Team (FST), Operation Monitors POCs:

CONUS FSTs - [http://www.drms.dla.mil/html/drmo\\_sites.html](http://www.drms.dla.mil/html/drmo_sites.html)

OCONUS FSTs - [https://www.drms.dla.mil/drmsiw/Site\\_Info/site\\_info.html](https://www.drms.dla.mil/drmsiw/Site_Info/site_info.html)



**To fill-out a DTID: <http://www.drms.dla.mil/publications/index.html>**

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# Disposal Turn-in Document (DTID)



DD Form 1348-1A or 1348-2 - some required information:

Columns: 25-29 **QUANTITY** - *Actual Quantity*  
74-80 **UNIT PRICE** - *Unit Price*

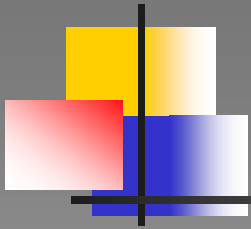
- Block: 1. **TOTAL PRICE** - *Total Price*
2. **SHIP FROM** - *Your unit name address*
17. **NOMENCLATURE** - *i.e., CPU, printer, monitor*
24. **DOCUMENT NUMBER & SUFFIX** - *Your DoDAAC, Julian Date  
& Document Serial Number*
25. **NATIONAL STOCK NO. & ADD** - *NSN or FSC: 7021-00 CPU,  
7025-00 Monitor, 7025-00 Printer*
26. **RIC** - *Your DoDAAC, Julian Date & Serial Number*
27. **ADDITIONAL DATA** - *POC information. You may add optional  
statements/certifications*



- ✓ The DTID must be properly filled-out.
- ✓ POC information should be included, (i.e. print name, signature, phone number and address).

PREVIOUS EDITION MAY BE USED





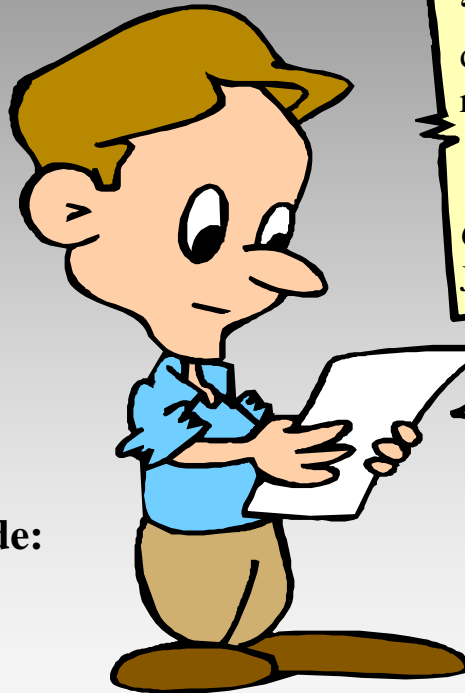
# How To Turn-In CPUs Without Hard Drives



# CPU's Without Hard Drives



The following statement must be on (in block 27 –Additional Data) or with \* the 1348-1A:



“The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, ‘Disposition of Unclassified Computer Hard Drives,’ dated June 4, 2001.”

## The DTID should also include:

Print name, rank/grade and signature of individual certifying the above information

## Optional statements in block 27:

- Hard Drives(s) has been removed.
- Statement or letter stating CPU contains no classified, confidential or hazardous material.

\* The DRMS-I 4160.14, Volume II will reflect this statement by the end of June, 2004. Currently ETID does not allow insertion of this statement on the DTID

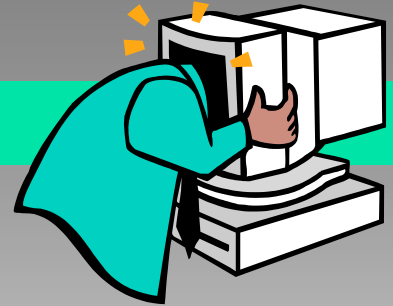


# CPU's Without Hard Drives



Ensure the hard drive is in fact removed

Label CPU chassis/housing, use suggested DLIS Label 1867



Remove memory sticks from other forms of computer equipment, i.e., handheld computers (e.g. palm pilots, organizers, etc.)



Internal devices i.e., graphic, sound, network or controller cards, may stay in the CPU.

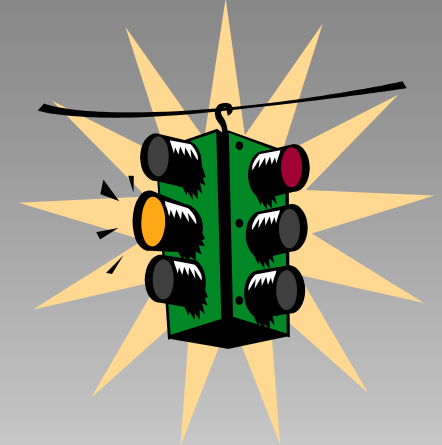


# CPU's Without Hard Drives



Ensure the following computer medias & cards  
are also removed from all turn-in computer equipment:

Compact Flash Cards



Secure Data Cards

CD-ROM Media

Smart Card Media

Micro-drives

Multi-media Cards

Memory Sticks

PCMCIA Cards

Zip Media

Back-up Tapes

Floppy Diskettes





# CPU's Without Hard Drives



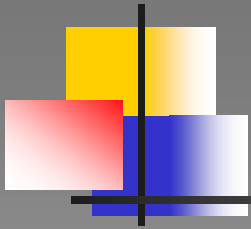
A DLIS Form-1867 label is the suggested label to use on all CPU's.



CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	







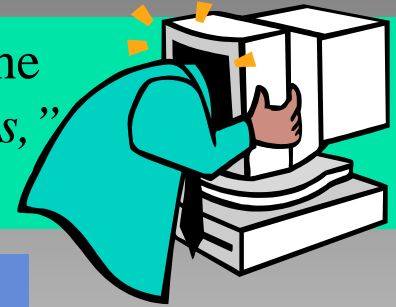
# How To Turn-In CPUs **With** Hard Drives



# CPU's **With** Hard Drives



Ensure the hard drive has been degaussed or overwritten IAW the DoD Memo “*Disposition of Unclassified Computer Hard Drives*,” dated June 4, 2001.



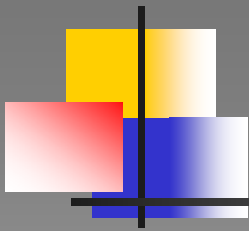
Label CPU chassis/housing, use DLIS Label 1867 or equivalent.

Ensure hard drives from other forms of computer equipment, i.e., notebooks, desktops, laptops, and docking stations are degaussed or over-written.



Internal Devices i.e., graphic, sound, networks or controller cards, may stay in the CPU.



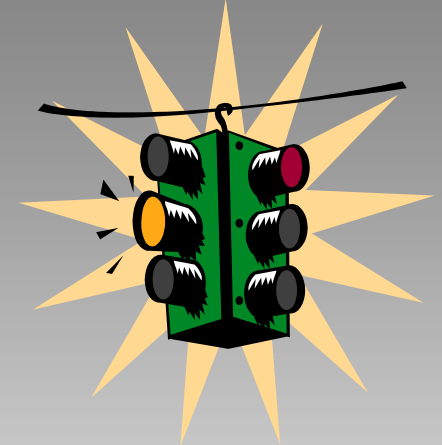


# CPU**s With** Hard Drives



Ensure the following computer medias & cards  
are also removed from all turn-in computer equipment:

Compact Flash Cards



Secure Data Cards

CD-ROM Media

Smart Card Media

Multi-media Cards

Memory Sticks

Micro-drives

PCMCIA Cards

Back-up Tapes

Floppy Diskettes

Zip Media





# CPUs With Hard Drives



The following statement must be on (in block 27 – Additional Data) or with \* the 1348-1A :



“The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, ‘Disposition of Unclassified Computer Hard Drives,’ dated June 4, 2001.”

 The DTID should also include:

Print name, rank/grade and signature of individual certifying the above information

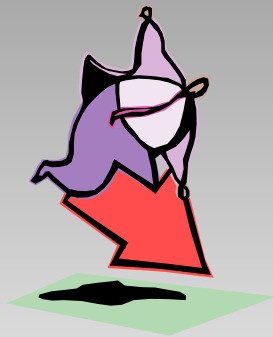
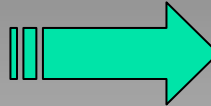
\* The DRMS-I 4160.14, Volume II will reflect this statement by the end of June, 2004. Currently ETID does not allow insertion of this statement on the ETID.



# CPU's With Hard Drives



## A DLIS Form-1867 label



Add serial number from the CPU chassis if the hard drive remains in the machine.

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date) OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	

.pdf form: <http://www.drms.dla.mil/turn-in/dlis1867.pdf> . After clicking on pdf link, you may need to escape from Presentation and click on link in taskbar. To return to the presentation, click the back arrow.

The DLIS Form 1867 .pdf form has been re-sized, so it can be printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

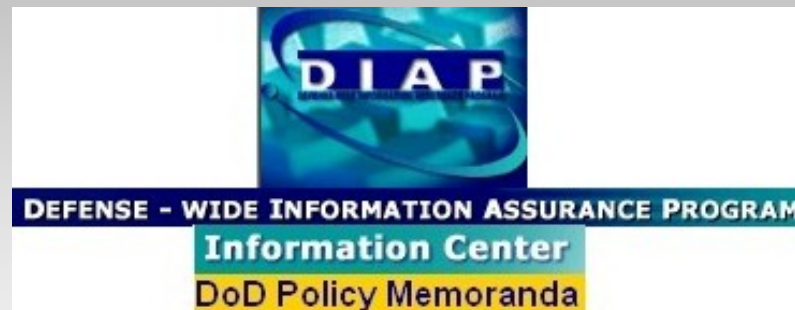
DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis' w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.



# CPU's **With** Hard Drives



## Authorized Software / Degauss Definition Source



[http://www.defenselink.mil/nii/org/sio/ia/diap/documents/HD\\_Attachment23.doc](http://www.defenselink.mil/nii/org/sio/ia/diap/documents/HD_Attachment23.doc)





# CPU's **With** Hard Drives



## Software Available for Overwriting:

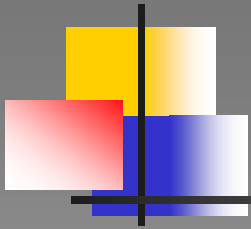
**Listed below are products that produce overwriting software tools. These products are currently in use by DoD Components and are considered to meet the minimum standards called out in this policy link on previous slide.**

**Note: This listing is not all-inclusive and there may be other products that meet the required specifications in addition to the products listed below.**

The program names are hyperlinked – so just click on the name and you will be automatically launched to their home page to download the programs.

- [No Trace](#)
- [DataEraser](#)
- [UniShred Pro](#)
- [CleanDrive](#)
- [Sanitizer](#)





# Hard Drive Turn-In



# Hard Drive Turn-In



A filled-out DLIS Form 1867 or equivalent is required on all hard drives.



The hard drive serial number(s)

A photograph of a hard drive with a green circuit board and a silver metal casing. A white DLIS Form 1867 is attached to the front of the drive. The form is titled "CERTIFICATION OF HARD DRIVE DISPOSITION" and contains handwritten information about the drive's serial number, make and model, and the date and method of destruction.

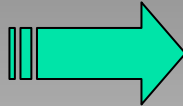
CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if Hard Drive Has Been Removed	
Serial No. 88L14575	Barcode No.
Make and Model Toshiba MK4806MAV	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) 19 NOV 2003	
Software or Degausser Used Ontrack DataEraser V2.82 (Manufacturer, product version, date used)	
OR (e.g., approved metal destruction facility)	
Method of Destruction	
Printed Name Roger L. Groves	Rank/Grade CW3/W3
Signature Roger L. Groves	Date 19 NOV 2003
DLIS FORM 1867, MAR 2002	



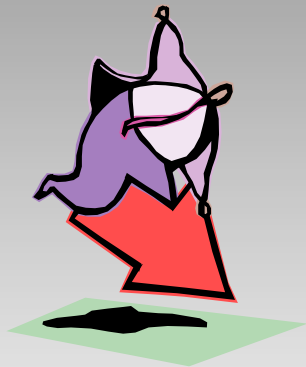
# Hard Drive Turn-In



A DLIS Form-1867 label



CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	



.pdf form: <http://www.drms.dla.mil/turn-in/dlis1867.pdf> . After clicking on pdf link, you may need to escape from Presentation and click on link in taskbar. To return to the presentation, click the back arrow.

The DLIS Form 1867 .pdf form has been re-sized, so it can be printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis' w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.

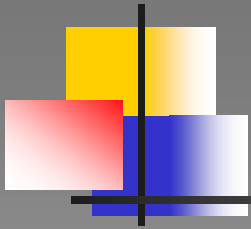


# New and Unused Hard Drives



- ✓ **New Hard Drives (in un-broken packaging). No labeling or certification requirements exist.**
- ✓ **Unused Hard Drives (not in original packaging). The ETID/DTID must contain a signed certification such as “Hard Drive(s) has/have not been used.”**





# All Other Computer Related Devices



# Hard Drive Turn-In



A label *is not* required if hard drive is *destroyed* and turned in as *scrap*.

The following statement must be on/or with the DTID if the generator requires verification that the hard drives were turned in to the DRMO as scrap:

“The residue, identified by this document, is derived from the processing of computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001, subject, ‘Disposition of Unclassified DoD Computer Hard Drives.’”

## Complete standard fields:

- ✓ Box 2 - SHIPPED FROM BLOCK
- ✓ Field 24 - DOCUMENT NUMBER
- ✓ Field 26 - POC Information

## Not required:

Qty, Price, NSN Annotation

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT										DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT									
1. COG 2. H 3. M 4. S 5. S 6. S 7. S 8. S 9. S 10. S 11. S 12. S 13. S 14. S 15. S 16. S 17. S 18. S 19. S 20. S 21. S 22. S 23. S 24. S 25. S 26. S 27. S 28. S 29. S 30. S 31. S 32. S 33. S 34. S 35. S 36. S 37. S 38. S 39. S 40. S 41. S 42. S 43. S 44. S 45. S 46. S 47. S 48. S 49. S 50. S 51. S 52. S 53. S 54. S 55. S 56. S 57. S 58. S 59. S 60. S 61. S 62. S 63. S 64. S 65. S 66. S 67. S 68. S 69. S 70. S 71. S 72. S 73. S 74. S 75. S 76. S 77. S 78. S 79. S 80. S 81. S 82. S 83. S 84. S 85. S 86. S 87. S 88. S 89. S 90. S 91. S 92. S 93. S 94. S 95. S 96. S 97. S 98. S 99. S 100. S										1. TOTAL PRICE 2. SHIP FROM 3. SHIP TO DRMO K-TOWN SG4070 4. MARK FOR 5. DATE 6. DATE 7. DATE 8. TYPE OF 9. PS 10. DATE 11. DATE 12. DATE 13. DATE 14. DATE 15. DATE 16. DATE 17. DATE 18. DATE 19. DATE 20. DATE 21. DATE 22. DATE 23. DATE 24. DATE 25. DATE 26. DATE 27. DATE 28. DATE 29. DATE 30. DATE 31. DATE 32. DATE 33. DATE 34. DATE 35. DATE 36. DATE 37. DATE 38. DATE 39. DATE 40. DATE 41. DATE 42. DATE 43. DATE 44. DATE 45. DATE 46. DATE 47. DATE 48. DATE 49. DATE 50. DATE 51. DATE 52. DATE 53. DATE 54. DATE 55. DATE 56. DATE 57. DATE 58. DATE 59. DATE 60. DATE 61. DATE 62. DATE 63. DATE 64. DATE 65. DATE 66. DATE 67. DATE 68. DATE 69. DATE 70. DATE 71. DATE 72. DATE 73. DATE 74. DATE 75. DATE 76. DATE 77. DATE 78. DATE 79. DATE 80. DATE 81. DATE 82. DATE 83. DATE 84. DATE 85. DATE 86. DATE 87. DATE 88. DATE 89. DATE 90. DATE 91. DATE 92. DATE 93. DATE 94. DATE 95. DATE 96. DATE 97. DATE 98. DATE 99. DATE 100. DATE									
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# Other Computer Related Devices



- ✓ **Monitors**
- ✓ **Printers (toner cartridges must be removed)**
- ✓ **Keyboards**
- ✓ **Speakers**
- ✓ **Modems**
- ✓ **Mouse/Mice**
- ✓ **Plotters (toner cartridges must be removed)**
- ✓ **External Devices**
- ✓ **All others that do not fall under the category of classified, secret, tempest or hazardous waste.**



# Other Computer Related Devices



- ✓ Filled-out DD Form 1348-1A or 1348-2
- ✓ No label is required
- ✓ No serial numbers required (unless required by your SA/Supply)



Each NSN, FSG/FSC, type property require  
it's own DTID (*DD Form 1348-1A or  
1348-2*)





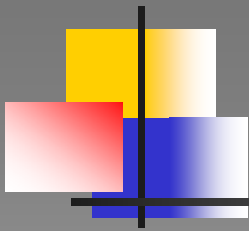
**Find out the Federal Supply Class  
of your property by using**



<http://www.dlis.dla.mil/fedlog/>

**Use H-2 Federal Supply Classifications**





# **“TEMPEST” Technology Items/Equipment (TTIE)**

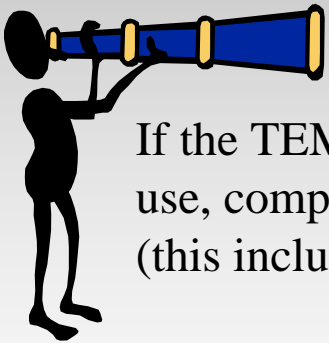


# TTIE



- **DRMS-I 4160.14, Vol. II, Chapter 4**
- **DoD 4160.21-M-1, Appendix 4, Category 11**

**Definition** - TEMPEST is a term used to denote measures for preventing compromising emanations (electronic/ electromagnetic) from electrically operated devices. More simply put, TTIE has been manufactured with additional devices built in to prevent monitoring.



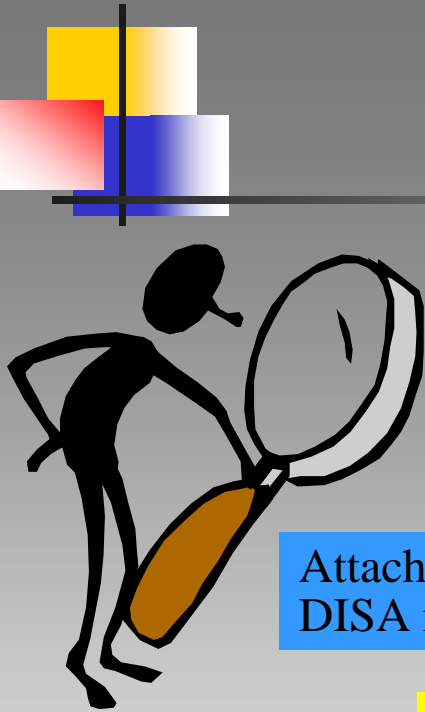
## Identifying TTIE:

If the TEMPEST application is to an item which is specifically designed for military use, complete destruction to preclude restoration as an item for its original function (this includes both entire end items and individual components, as applicable).

If the TEMPEST application is to a commercially available item, e.g., IBM-XMT or AT personal computer, the generating activity will sanitize the equipment of all classified/sensitive data and software prior to turn-in to the DRMO. The turn-in document will be annotated that it has TEMPEST application and has been sanitized prior to turn-in. These items will then be considered Strategic List Items and incorporate all appropriate controls.



# TTIE



The following indicators may assist in the identification of TEMPEST Technology Items/Equipment (TTIE):

Documentation sometimes is marked with the word “*TEMPEST*”.

Attached SF Form 120, Reports of Excess Personal Property, cleared by DISA may reflect IT is “*TEMPEST*”.

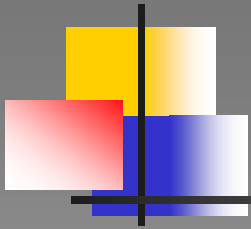
Review of data plate on rear of property reveals the word “*TEMPEST*”.

Equipment is embossed with “*TEMPEST warnings*”.

Manufacturer *model number* puts the letter “**T**” within the number, e.g., CPT Corp., Model 8000T.

Tags may be glued to equipment stating, “*This machine processes up to top secret*”, or lower classification such as *confidential*.





# Web Links



# Web Links



Visit **DRMS** Home page at:

<http://www.drms.dla.mil>



<http://www.dlis.dla.mil/h2/>

Very good site if you need to look up FSC/LSN (4 first numbers from a NSN)



[http://www.defenselink.mil/nii/org/sio/ia/diap/documents/HD\\_Attachment23.doc](http://www.defenselink.mil/nii/org/sio/ia/diap/documents/HD_Attachment23.doc)

## Publications

This link contains the publications & regulation books usually in .pdf format

<http://www.drms.dla.mil/publications/index.html>



## Safe Alert Latent Defect (SALD) Guidance Search

<http://www.drms.dla.mil/servlet/SaldForm>

To see if your Safes, Compasses and other HAZ suspected items are acceptable for DRMO



<http://www.defenselink.mil/>